

CHAPTER 14

PREPARATION AND SHIPMENT OF MATERIAL

Material movement, as discussed in this chapter, is the shipping of material from one geographical area to another. It does not include local deliveries to and from supported activities.

A lot of material moves daily in support of naval operations. This represents a substantial en route dollar value. Many of the en route items affect to some degree the operational capabilities of naval activities. Material movement is an essential link in the chain of supply support. As a result of improper documentation and marking, shipments are delayed, misrouted, or lost. Man-hours are lost tracing these delinquent shipments. More important, the lack of critically needed parts may reduce the operational readiness of the intended recipient.

You may become involved in material movement when assigned to the shipping section of a supply department. Also as a member of the supply department duty section, you may be required to ship an urgently required item to a requisitioner. You should be aware of the procedures for documenting and assembling material for shipment. This chapter discusses the procedures for shipping material using the Department of Defense Transportation System (MILSTAMP) commercial carriers, and mail. Packing and marking of material for shipment and safety requirements are also discussed.

TERMS

This chapter contains terms about the shipment of material with which you may not be familiar. These terms are found in the glossary of this TRAMAN.

SHIPPING ACTIVITY RESPONSIBILITIES

The DOD MILSTAMP prescribes the shipping activity's responsibilities and procedures for preparation, documentation, and clearance of shipments. In general, the shipping activity is responsible for the following:

- Planning the shipment.
- Determinating and assigning a transportation priority in accordance with the Uniform Material Movement and Issue Priority System

(UMMIPS) and selection of the mode of shipment.

- 1 Accomplishing the functions required in the offering and acceptance procedures for the movement of material.
- 1 Selecting the applicable Transportation Account Code (TAC).
- 1 Preparing shipment documents.
- 1 Maintaining records of the shipment of material.

SHIPPING FORMS

Shipments of material may be made using DD Form 1348, DD Form 1348-1, or DD Form 1149 covering the material. You as the shipper, must maintain a log in the shipping office as your formal record of shipment

The shipping date must also be placed on the transfer document and filed.

The invoice is a very important document. This is because it actually transfers accountability from your ship to the receiver. It lists the items contained in the shipment and shows the price of each item, external markings, weight, and cubic capacity of the package. One copy goes with the shipment and another is sent to the receiving activity.

The Transportation Control and Movement Document (TCMD) is used for shipments made by other than parcel post.

TRANSPORTATION OFFICER RESPONSIBILITIES

NAVSUP Manual, paragraph 52100, authorizes only transportation officers to select the mode of carriage. This authority is restricted to Navy properly being transported within the United States. Also, under this authority the transportation medium to whom a Navy shipment will be tendered for transportation. As used herein, the term "transportation officer" applies to any individual performing traffic management functions at military activities whether or not that is the organization title of the individual. It is not expected that activities will be reorganized to reflect the term "transportation officer." The officers assigned as

described in subparagraphs 1 through 4 are designated as transportation officers as follows:

1. At naval activities having supply organizations, the senior supply officer will be the transportation officer. Or this officer may designate an assistant to act as the transportation officer. At large naval activities, an officer other than the one designated may be the household goods transportation officer.
2. At naval activities having no supply officer, the commanding officer may designate an officer to perform the duties of the transportation officer.
3. The following representatives of the Naval Material Command and their official assistants are designated as transportation officers with respect to material procured or transported through contracts under their administration.
 - a. Naval plant representatives.
 - b. Naval plant technical representatives.
 - c. Supervisors of shipbuilding, United States Navy.
 - d. Naval Facilities Engineering Command officer in charge of construction.
 - e. Coast Guard inspectors of construction, when the Coast Guard is operating as part of the Naval Establishment.
4. Industrial managers, assistant industrial managers, and resident industrial managers of the Naval Ship Systems Command are designated as transportation officers with respect to material procured or transported through contracts under their administration.

MILSTAMP

MILSTAMP provides a means to control the performance of the transportation system from the shipper to the users. It also provides for the efficient use of the Defense Transportation System capabilities. It permits greater efficiency in shipment planning. Documents used are uniform, and the system is compatible with MILSTRIP. A standard transportation priority system is based on the Uniform Material Movement and Issue Priority System (UMMIPS).

MILSTAMP is mandatory for all military services and other agencies using the Defense Transportation System. It does NOT, however, apply to the following:

- Internal shipments on military installations or local area shipments in support of satellite activities.
- MAP (Military Assistance Program) movements arranged by receiving countries, if the DOD Transportation System is not used.
- Shipments by mail.
- Shipments on commercial bills of lading from, to, or between contractor plants.
- Shipments of bulk petroleum products.
- Movement of passengers.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT

In any material transportation system, there is a need for certain information and data. This is accomplished with the use of a single comprehensive control document. This document is referred to as the Transportation Control and Movement Document, DD Form 1384 or TCMD. The shipper is responsible for preparing the TCMD in its various forms and formats. These include the DD Form 1348, punch card formats, and message formats. (See figure 14-1.) Any DOD activity, fleet unit, government agency, or contractor making authorized shipments within the DTS is required to use TCMDs.

Purpose of a TCMD

The TCMD is a multipurpose document designed to:

- identify the material in a shipment and provide needed transportation data. It takes the place of airbills, Navy cargo documents, and material routing sheets.
- obtain clearance and provide advance notice to intermediate transshipment points that a shipment is to be expected.
- provide the information needed to trace a shipment.

Contents of TCMDs

Prime Shipment Unit TCMD Data Elements are shown in figure 14-2. MILSTAMP provides an explanation of how to prepare the TCMD.

Assignment of TCN

At this time, the shipment's unique identifying number, the Transportation Control Number (TCN) is determined and entered on the TCMD as described in MILSTAMP. The TCN is a 17-digit number.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT															PAGE NO.	
1. DOC NO TX1	2. TRLS-CONT N00189 NSC NORFOLK, VA	3. COMMISSION AZ	4. COM-SPEC NO AIRCRAFT PARTS	5. AIR DIE A	6. POC NGU NAS NORFOLK, VA	7. POC GAO NAS GUANTANAMO BAY	8. MODE F	9. PACK BX	10. TRANS CONTROL NO. V0030601950001XXX	11. COMMISSION NAS GUANTANAMO BAY, CUBA	12. PRI 2	13. MOD AK3	14. PMAJ U00	15. DATE SHIP 0	16. ETA N164	17. TR ACCT N164
18. CARRIER	19. FLIGHT-TRUCK-VVV-DOC. NO.	20. REV	21. REMARKS	22. PIECES 1	23. WEIGHT 30	24. CURR 6										
25A. TRANSHIP POINT (1)		B. DATE REC.	C. DAY WHEN	D. DATE SHIP	E. MODE CARRIER	F. FLIGHT-TRUCK-VVV-DOC. NO.	G. REV.	H. STOW LAC	I. SPLIT	J. COMB.	K. SIGNATURE-REMARKS					
25A. TRANSHIP POINT (2)		B. DATE REC.	C. DAY WHEN	D. DATE SHIP	E. MODE CARRIER	F. FLIGHT-TRUCK-VVV-DOC. NO.	G. REV.	H. STOW LAC	I. SPLIT	J. COMB.	K. SIGNATURE-REMARKS					
25A. TRANSHIP POINT (3)		B. DATE REC.	C. DAY WHEN	D. DATE SHIP	E. MODE CARRIER	F. FLIGHT-TRUCK-VVV-DOC. NO.	G. REV.	H. STOW LAC	I. SPLIT	J. COMB.	K. SIGNATURE-REMARKS					
26. COMMISSION		27. DATE RECEIVED-OFFICER (sign)		28. COMMISSION		29. REMARKS										
(33) DOC NO	(35) TRAILER-CONTAINER	(34) COMMISSION COMM AMB OTHER	(36) COMMODITY SPEC NO.	(37) STOW LAC A B	(38) POD A B C D E	(39) TYPE PACK	(40) TRANSPORTATION CONTROL NUMBER		(41) COMMISSION	(42) P H I	(43) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z			(44) MANUFACTURER'S SER. NO. A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		

DD FORM 1384 1 APR 63 REPLACE EDITION OF 1 JUL 62, WHICH IS OBSOLETE.

(A) DD Form 1348

DOC NO	TRAILER-CONTAINER	COMMISSION	COMMODITY	STOW LAC	POD	TYPE	TRANSPORTATION CONTROL NUMBER	COMMISSION	P H I	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	CHRG
TX1	N00189	AS A	NGU	GAO	F	BX	V0030601950001XXX	V00306	2	AK3	U00	0	N164	1	30	6																				

(B) Punchcard format.

FROM: NSC NORFOLK VA

TO: NAS NORFOLK VA

UNCLAS

MILITARY TOMB

1. TX1/BLANK/V00189/AZ/A/NGU/NAF/T/0030601950001AAA/
V00306/2/BLANK/ALL/000/0/0164/1/30/6/

NOTE: MESSAGE TOMB FORMAT FOLLOWS THE SEQUENTIAL ORDER OF THE PUNCH CARD FORMAT. EACH UNIT OF DATA IS SEPARATED BY A BLANK (). "BLANK" IS TYPED IN THE UNIT SPACE IF IT IS NOT APPLICABLE.

09NP013A (C) Message format.

Figure 14-1.—TCMD.

REFERENCE LIST FOR PRIME SHIPMENT UNIT TCMD DATA ELEMENTS			
<u>Punch Card Column</u>	<u>DD Form 1384 Block</u>	<u>Data Element</u>	<u>MILSTAMP Reference for Codes</u>
1-3	1	Document Identifier Code	Section I, Appendix B
4-8	2	Container or Trailer Number	Section II, Appendix B
9-14	3	Consignor	Shipping Activity DODAAC, Appendix A
15-19	4	Commodity and Special Handling Code	Section III, Appendix B (water) Section XII, Appendix B (air)
20	5	Air Dimension	Section XIII, Appendix B
21-23	6	POE/APOE Identifier	Section IV, Appendix B (water) Section XIV, Appendix B (air)
24-26	7	POD/APOD Identifier	Section IV, Appendix B (water) Section XIV, Appendix B (air)
27	8	Mode of Shipment	Section XVI, Appendix B
28-29	9	Type Pack	Section XVII, Appendix B
30-46	10	TCN	Appendix K
47-52	11	Consignee	DODAAC of ultimate consignee for ship- ment. From DD Form 1348-1 or other source document
53	12	Transportation Priority	Appendix L
54-56	13	RDD	DD Form 1348-1 or other source docu- ment
57-59	14	Project	DD Form 1348-1
60-62	15	Day Shipped	Section XVIII, Appendix B
63	16	ETA	Section XIX, Appendix B
64-67	17	TAC	Volume II, MILSTAMP
68-71		Pieces	Total pieces in shipment unit
72-76		Weight	Total weight of shipment unit
77-80		Cube	Total cube of shipment unit

09NP0131

Figure 14-2.-Prime Shipment Unit TCMD Data Elements.

CONSOLIDATED SHIPMENTS

When several shipments, each having a TCN, are grouped for a consolidated shipment, the shipping activity selects the TCN having the highest priority or earliest RDD from the individual shipments. That TCN is assigned to the consolidated shipment. Consolidation of shipments and assignments of TCNs are illustrated in figure 14-3.

Routing Shipments in Defense Transportation System

Transportation officers releasing Navy-sponsored shipments for movements from or within CONUS must obtain clearance from the clearance authority shown in the MILSTAMP.

For shipments originating at overseas activities, the transportation officer obtains routing and clearance from either the Navy Air Routing Activity (*NAVSUP Manual*, Volume V) or Navy Sea Cargo Coordinator (*NAVSEACARCOR*) (*NAVSUP Manual*, Volume V).

For fleet units this function is provided by the transshipment activity.

TCMD Distribution

The TCMD is distributed by the shipping activity as prescribed by the MILSTAMP.

TCMD Update

At a transshipment point the TCMD is updated by adding the following data:

- Date the shipment is received.
- Date the shipment is forwarded.
- Mode of transportation to the next point.

A New DD Form 1384 is Prepared

When a transshipment activity consolidates several shipments. The new DD Form 1384 becomes the TCMD for the consolidated shipment. The TCN

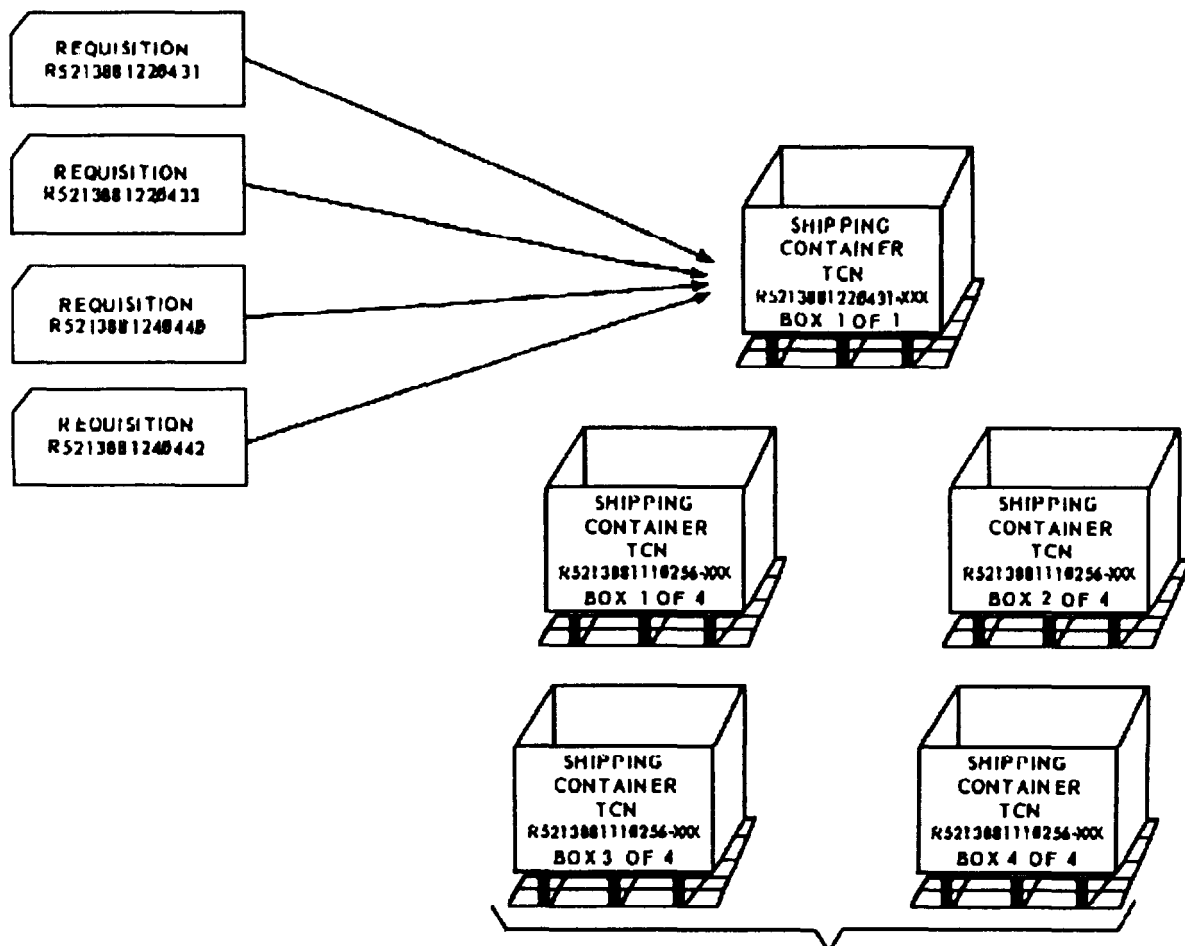


Figure 14-3.-Consolidation of shipments.

assigned in this case is, again, that of the most urgent individual shipment unit involved in the consolidation.

Evaluation of the Transportation System

An Intransit Data Card (IDC) is prepared for each TCMD by the shipping activity. The IDC is then sent to the receiving activity for use in measuring the

effectiveness of the transportation system. If a transshipment activity is involved, it completes the IDC as a receiver and prepares a new IDC for the transshipment. The IDC is completed by showing the receipt date (and hour for air movements) and is sent to the Central Data Collection Point. Refer to the MILSTAMP for additional information.

U.S. GOVERNMENT BILL OF LADING ①																	
ORIGINAL					B/L NO. K-4,111,428												
TRANSPORTATION COMPANY ② ABC Railroad Company					SCAC ABCD	ROUTE ORDER/RELEASE NO. (INXX00206)A2DC ③											
STOP THIS CAR OR TRUCK AT					<table border="1"> <tr> <td>CAR-TRUCK CONTAINER (Length/Width/Height)</td> <td>MARK CAPACITY</td> <td>DATE</td> <td>B/L ISSUED</td> </tr> <tr> <td>40'6" 40'6" 100,000 100,000</td> <td>7 7</td> <td>750116</td> <td>750116 ⑨</td> </tr> </table>					CAR-TRUCK CONTAINER (Length/Width/Height)	MARK CAPACITY	DATE	B/L ISSUED	40'6" 40'6" 100,000 100,000	7 7	750116	750116 ⑨
CAR-TRUCK CONTAINER (Length/Width/Height)	MARK CAPACITY	DATE	B/L ISSUED														
40'6" 40'6" 100,000 100,000	7 7	750116	750116 ⑨														
FOR CAR, TRUCK OR CONTAINER INITIALS AND NO. ABC 1234 ④ ⑤					IF EXTRA SERVICES ARE ORDERED SEE ADMINISTRATIVE DIRECTIONS NO. 2 ON REVERSE												
RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE SUBJECT TO CONDITIONS NAMED ON THE REVERSE HEREOF. THE PROPERTY HEREINAFTER DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE.					FROM Midwest Army Depot, IL ⑩ (Shipping point)												
CONSIGNEE ⑬ Transportation Officer Southern Outpost New Orleans, LA 70146					FULL NAME OF SHIPPER ⑪ Transportation Officer Midwest Army Depot, IL 60074												
DESTINATION (Name of last place) ⑭ New Orleans, LA 70146 (City) (State or country) (ZIP code)					NAMES ⑫ FOR EXPORT FOR: Security Group, Augsburg, Germany												
CHANGES TO BE BILLED TO Chief, Transportation Division DEPARTMENT OF ARMY BUREAU OR OFFICE ⑮ US Army Finance Support Agency Indianapolis, IN 46249 (Street address) (City) (State or country) (ZIP code)					APPROPRIATION CHARACTER 57X44060. 162 12345 ⑰												
APPLIED BY: PACKAGES NO. KIND ⑱ 22 Boxes 5 Pallets 4 Boxes 1 Pallet 2 Boxes					DISCUSSION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description) CLASSIFICATION NO. UFC 34580 ⑲ Electrical Appliances or Instruments, Nobin												
⑳ 1 thru 22 Gross Pallets Freight					㉑ 30,000 500 29,500												
㉒ Total cube 1250 ft.					SAMPLE												
IF THIS SHIPMENT FULL LOADS THE CAR OR TRUCK USED, CHECK <input type="checkbox"/> YES					FOR USE OF DESTINATION CARRIER ONLY CLASS DATE CHARGES DOLLARS CENTS												
CARRIER FURNISHED <input type="checkbox"/> PICK UP SERVICE AT ORIGIN <input type="checkbox"/> TRAP CAR INITIALS OF SHIPPER'S AGENT NAME OF TRANSPORTATION COMPANY ② ABC Railroad Company					FOR USE OF ISSUING OFFICER FINALITY OR PURCHASE NUMBER Ren-F4-1954a ㉕ F.O.B. POINT NAMED NAME OF ISSUING OFFICER John Doe, Capt ㉖ DATE 750116 ㉗ TITLE T.A. for T.O. ㉘ ISSUING OFFICE Midwest Army Depot ㉙ (Street address) (City) (State or country) (ZIP code)												
DATE OF RECEIPT OF SHIPMENT 750116 ㉚ INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFYING HE RECEIVED THE ORIGINAL BILL OF LADING. SIGNATURE OF AGENT PER					CERTIFICATE OF CARRIER BILLING FOR CHARGES-CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT ON (Date) AT (Actual delivery point) THE (Name of delivering carrier) DELIVERED THIS CONSIGNMENT COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREINAFTER <input type="checkbox"/> CARRIER OGD REPORT ATTACHED CARRIER FURNISHED <input type="checkbox"/> DELIVERY <input type="checkbox"/> TRAP-CAR SERVICE AT DESTINATION. <input type="checkbox"/> DAMAGE												

Figure 14-4. Sample of a Standard Form 1103.

Bill of Lading

Shipments made by commercial carrier to a military transshipment point may be documented on both a government bill of lading (GBL) and a TCMD. The government bill of lading is for the carrier's use as a movement and revenue document to the transshipment point. The TCMD becomes the basic movement control document for the military transshipment point.

GOVERNMENT BILLS OF LADING

The U.S. Government bills of lading (Standard Forms 1103-1 106) and the U.S. Government transit bills of lading (DD Forms 1131-1134) are used to the procurement of commercial (outside of the DTS) transportation services. Only transportation officers are authorized to issue GBLs. An example of a standard form 1103 is shown in figure 144. All copies of this form are receipted by the carrier's name, the date of receipt, and the signature of the carrier's agent. The copies are then distributed as specified in the MILSTAMP. The transit bills of lading are only used when stopoff in transit privileges are afforded under rail tariffs. They do exit but will not be discussed further in this TRAMAN. Detailed procedures for using the GBL are provided in the *Military Traffic Management Regulations* (MTMR), NAVSUPINST 4600.70

LABELS, TAGS, AND SPECIAL HANDLING CERTIFICATION

The following paragraphs contain information about military shipment labels and tags and the special handling certification requirements.

Military Shipping Labels and Tags

All shipments moving within the DTS require labeling to facilitate the timely movement of material and delivery to the consignee. The shipping activity makes sure that the right marking is applied.

The DD Form 1387 (shipment label) and DD Form 1387-1 (shipping tag), which are illustrated in figures 14-5(A) and 14-5(B) respectively, are examples of the shipment labels and tags required by MILSTAMP. The only difference is that the label is glued to the shipping container while the tag is tied on.

Military Shipment Label (DD Form 1387) and Military Shipping Tag (DD Form 1387-1) are available with a red border (W-inch wide) for transportation priority 1 and a blue border for transportation priority

2. Color identification is not authorized for transportation priority 3. Alternatively a plain form may be used provided the transportation priority number is printed in the appropriate block and the applicable color border is applied with a felt tip marker.

Special Handling Data/Certification

DD Form 1387-2, shown in figure 14-6, is applied to each piece of cargo to be shipped military air (including QUICKTRANS) when it is necessary to identify the characteristics precautionary measures, or special instructions for the safe handling of dangerous, hazardous, or classified material, or other shipments requiring special handling. Refer to List of Items Requiring Special Handling for detailed information in using this form.

Hazardous Material Labeling

The List of Items Requiring Special Handling (LIRSH) identifies hazardous items by national stock number and nomenclature. MIL-STD-755A provides for the selection and application of labels. If the material is not labeled and it is suspected of being hazardous, the HMIS or weapons office should be consulted. Care should be exercised to make sure that ammunition, explosives, and dangerous articles (weapons) are turned in only to activities that are authorized to handle such material. If the item is suspected of being radioactive, immediately consult your safety office. Some of the more common hazardous material labels are briefly discussed in the following paragraphs. Figure 14-7 contains the national stock numbers (NSNs) and form numbers for authorized labels.

FLAMMABLE SOLIDS.— Solid substances other than those classified as explosives, that are liable, may cause fires through friction, absorption of moisture, or spontaneous chemical change. Some examples are magnesium scraps, matches, nitrocellulose base film, rubber, etc.

OXIDIZING MATERIALS.— Substances that yield oxygen readily under certain conditions (such as when heated) to stimulate and/or support the combustion of organic matter. Oxidizing materials include permanganate, sodium nitrite, calcium hypochlorite (bleaching powder), chlorinated lime, etc. In addition, certain items (such as bleaching powders) are not classified as hazardous by the ICC. Because of this, materials identified as oxidizers should be identified with the appropriate label.

(A)

TRANSPORTATION CONTROL NUMBER VO33667285NO22XXX		RDD 900	PROJECT AKO
FROM: NSC NORFOLK		TRANS PRIORITY 1	
TO: / POE when applicable / NORFOLK (NGU)			
POD / when applicable / ROTA (ROT)			
ULTIMATE CONSIGNEE OR MARK FOR USS AMERICA CVA-66 VIA NOACT ROTA			
PIECE NO 1	TOTAL PIECES 1	WEIGHT 35	CUBE 2
DD FORM 1387, 1 APR 65 <small>REPLACES EDITION OF 1 APR 65 WHICH MAY BE USED</small> MILITARY SHIPMENT LABEL			

RED BORDER

(B)

TRANSPORTATION CONTROL NUMBER R0973972090026XXX		RDD 224	PROJECT
FROM: NAS NORTH ISLAND		TRANS PRIORITY 2	
TO: / POE when applicable / TRAVIS AFB (SUU)			
POD / when applicable / HICKAM (HIK)			
ULTIMATE CONSIGNEE OR MARK FOR USS KEARSARGE CVS-33			
PIECE NUMBER 1	TOTAL PIECES 3	WEIGHT THIS PIECE 87	CUBE THIS PIECE 7

DD FORM 1387-1, 1 APR 65 REPLACES EDITION OF 1 APR 65
WHICH MAY BE USED **MILITARY SHIPPING TAG**

09NP0133

Figure 14-5. (A) Military Shipment Label, DD Form 1387; (B) Military Shipment Tag, DD Form 1387-1.

RED BORDER

SPECIAL HANDLING DATA/CERTIFICATION				
TRANSPORTATION CONTROL NUMBER VO33873056503XXX ①	DESCRIPTION OF ITEM PAINT ③	NET EXPLOSIVE WEIGHT 6	GROSS WEIGHT 35 ⑥	
DESTINATION USS SEANGRI LA ②				
HANDLING INSTRUCTIONS FLAMMABLE LIQUID - Damaged packages must be removed to a safe place - keep away from fire heat and open flame - store in cool, well-ventilated area. ④		SHIPPER CERTIFICATION: This is to CERTIFY that the contents of the packages in this shipment are properly described by name and are packed, marked, and in proper condition for transportation in accordance with: <input checked="" type="checkbox"/> SUPPLEMENTARY 5-2.2 AFM 71.2, TM 38-208, NAVPERS 10-55-000 AND MCC P405.15 <input type="checkbox"/> OFFICIAL AIR TRANSPORT RESTRICTED ARTICLES TARIFF & CAB NO. 52 ⑦ <input type="checkbox"/> OTHER /Specify/ <input type="checkbox"/> IN SHIPMENT WITHIN PASSENGER/CARGO AIRCRAFT LIMITATIONS		
DD FORM 1387-2, 1 APR 65		REPLACES EDITION OF 1 APR 65, WHICH MAY BE USED.		DATE 12-2-69

09NP0134

Figure 14-6. Special Handling Data/Certification, DD Form 1387-2.

FLAMMABLE LIQUIDS.— Liquids having a flash point below 100 degrees F and do not meet one of the compressed gas definitions.

CORROSIVE LIQUIDS.— Acids, alkaline, and other liquids that, when brought into contact with living tissue, will cause severe damage by chemical action. In case of leakage, these substances will materially damage the aircraft structure (in case of air shipment), or will destroy other freight, or cause fire when in contact with organic matter or with certain chemicals. Corrosive liquids include nitric acid, sulfuric acid, battery fluid, etc.

POISONOUS MATERIALS.— Poisonous materials are divided into three classes as follows

1. Class A, Extremely dangerous.
2. Class B, Less dangerous.
3. Class C, Imitating or dangerous to health.

The label for poisonous materials is the same size and shape as the other labels.

HAZARDOUS RADIOACTIVE MATERIALS are identified by labels shown in figure 14-7.

HAZARDOUS MAGNETIC MATERIALS are identified by labels shown in figure 14-7.

INDUSTRIAL CHEMICALS/MATERIALS are identified by MIL-STD Symbol 1341. The MIL-STD symbol is a square label within which is centered a large diamond symbol, segmented into four parts. The top three parts reflect the type of hazard with respect to health, flammability, and reactivity and the lower fourth part reflects the specific hazard of the material, when not specifically describable by any or all of the other three parts. In addition, the categories of health, flammability, and reactivity show numerical degrees of hazard varying from zero (0) through 4 to signify no hazards, slightly dangerous, moderately dangerous, dangerous or extremely dangerous, respectively. (See figure 14-8.)

BASIC CARGO DOCUMENTS

Basic cargo documents are normally prepared by the loading activity. They are used to standardize shipping procedures for military cargo or military-sponsored cargo. These documents are:

- Cargo Stowage Plan. (No prescribed form.)

- Cargo Manifest Water. The Navy currently uses Transportation Control and Movement Document (DD Form 1384). Other services use Cargo Manifest (DD Form 1385).
- Cargo Manifest Recapitulation (Water) (DD Form 1386).

The following paragraphs discuss the use of these documents.

Cargo Stowage Plan

A cargo stowage plan is a diagram of a ship's cargo space that shows the location in the ship (on and below deck) of all the cargo aboard. The stowage plan shows accurately the location of cargo by hatches. It also shows the cargo for each port en route, the location of heavy lifts, the capacity and location of ship's booms, remarks on special items of cargo (location and quantity of mail, classified cargo, protected cargo, and so forth).

The stowage plan shows cargo in the lower holds in profile (side view) and cargo on the deck and 'tween deck (top view).

The cargo for each port of discharge is shown on the stowage plan by a different color. If it is not practical to use a color code, the stowage plan may show the location of cargo by cross-checking, shading, or some other means. If all the cargo is for one port, no coding is necessary.

All cargo is shown on the stowage plan in long tons (2240 pounds) and measurement tons (40 cubic feet).

The cargo stowage plan serves much the same purpose as the stock locator file does in the storeroom. It helps organize loading so that the cargo is accessible for unloading and quickly identifies the location and type of cargo for any given port.

Ocean Manifest

The Transportation Control and Movement Document (TCMD), DD Form 1384, and the Cargo Manifest, DD Form 1385, are commonly referred to as the Ocean Manifest. Each loading activity prepares the manifest to cover all cargo loaded at that point. A separate manifest is prepared for each discharge port, each hatch location, and each consignee.

ADD Form 1384 is shown in figure 14-9 prepared for an ocean manifest.

Cargo Manifest Recapitulation

A Cargo Manifest Recapitulation, DD Form 1386, is a summary of all the cargo loaded into a ship by each shipping activity, as listed in detail on the ocean

manifests covering the cargo. This recapitulation shows:

- Name of ship
- Status of the ship



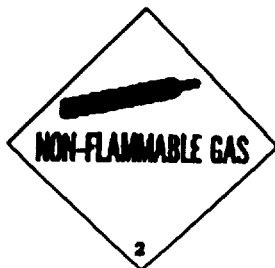
NOMENCLATURE-EXPLOSIVE A
STOCK NO.-7500-00-118-0032
FORM NO.-SF 400



EXPLOSIVE B
7540-00-118-0083
SF 401



EXPLOSIVE C
7540-00-118-0113
SF 402



NOMENCLATURE-NON-FLAMMABLE
GAS
STOCK NO.-7540-00-118-0156
FORM NO.-SF 403



FLAMMABLE GAS
7540-00-118-0231
SF 404



FLAMMABLE LIQUID
7540-00-118-0237
SF 405



NOMENCLATURE-FLAMMABLE SOLID
STOCK NO.-7540-00-118-0872
FORM NO.-SF 406



OXIDIZER
7540-00-118-0340
SF 407



ORGANIC PEROXIDE
7540-00-118-0343
SF 408

71NP0022

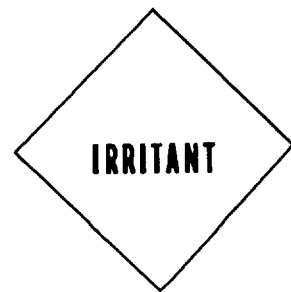
Figure 14-7.—Authorized hazardous material labels.



NOMENCLATURE-POISON GAS
STOCK NO.-7540-00-118-0367
FORM NO.-SF 409



POISON
7540-00-118-0535
SF 410



IRRITANT
7540-00-118-0565
SF 411



NOMENCLATURE-IRRITANT
(Skull & Bones)
STOCK NO.-7540-00-118-0575
FORM NO.-SF 412



RADIOACTIVE I
7540-00-118-0583
SF 413



RADIOACTIVE II
7440-00-118-0609
SF 414



NOMENCLATURE-RADIOACTIVE III
STOCK NO.-7540-00-118-0610
FORM NO.-SF 415



CORROSIVE MATERIAL
7540-00-118-0611
SF 416



SPONTANEOUSLY COMBUSTIBLE
7540-00-118-0614
SF 418

71NP0023

Figure 14-7.-Authorized hazardous material labels—Continued.

- A listing of all heavy lifts by location and destination and a notation to show whether they can be handled by the ship's equipment
- A listing of mail by location and destination
- Total cargo aboard for each service and each port of discharge
- Government-owned dunnage, lashing, and securing gear.



NOMENCLATURE--MAGNETIC
(15 FOOT) 5" X 5"
STOCK NO.--7540-00-139-4757
FORM NO.--OF 75

A

MAGNETIC (15 foot) 10" x 8"
7540-00-139-4758
OF 76



NOMENCLATURE--MAGNETIC
(50 foot) 5" x 4"
STOCK NO.--7540-00-139-4777
FORM NO.--OF 78

B

MAGNETIC (50 foot) 10" x 8"
7540-00-139-4784
OF 79

71NP0024

Figure 14-7.—Authorized hazardous material labels—Continued.

FLEET FREIGHT

Freight may be defined as material received aboard naval ships for shipment to a specified consignee at another location. The term refers to material carried by

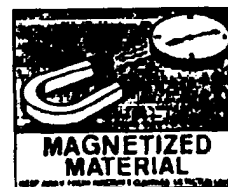
other than cargo ships. On ships that are not primarily cargo ships, the supply officer is responsible for the receipt, stowage, and delivery of freight. The same documents, described above, are prepared by the shore activity that delivers the material to the ship.



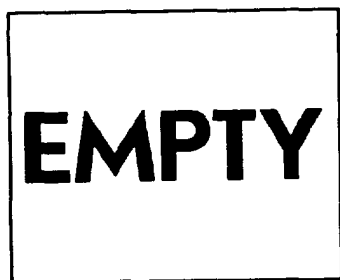
NOMENCLATURE-DANGER-PELIGRO
FORM NO.-L-20



DANGEROUS WHEN WET
7540-00-118-0880
SF 419



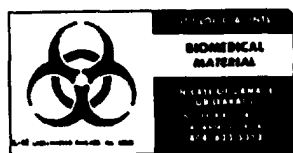
MAGNETIZED MATERIAL
LABELMASTER L-19



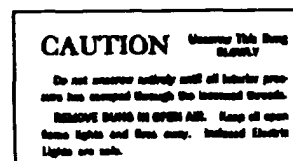
NOMENCLATURE-EMPTY
STOCK NO.-7540-00-118-0613
FORM NO.-SF 417



NOMENCLATURE-HARMFUL
FORM NO.-MCO-20



NOMENCLATURE-ETIOLOGIC AGENTS
STOCK NO.-7540-00-149-0575
FORM NO.-SF 240



BUNG
7540-00-139-4781
OF 77

71NP0025

Figure 14-7.-Authorized hazardous material labels—Continued.

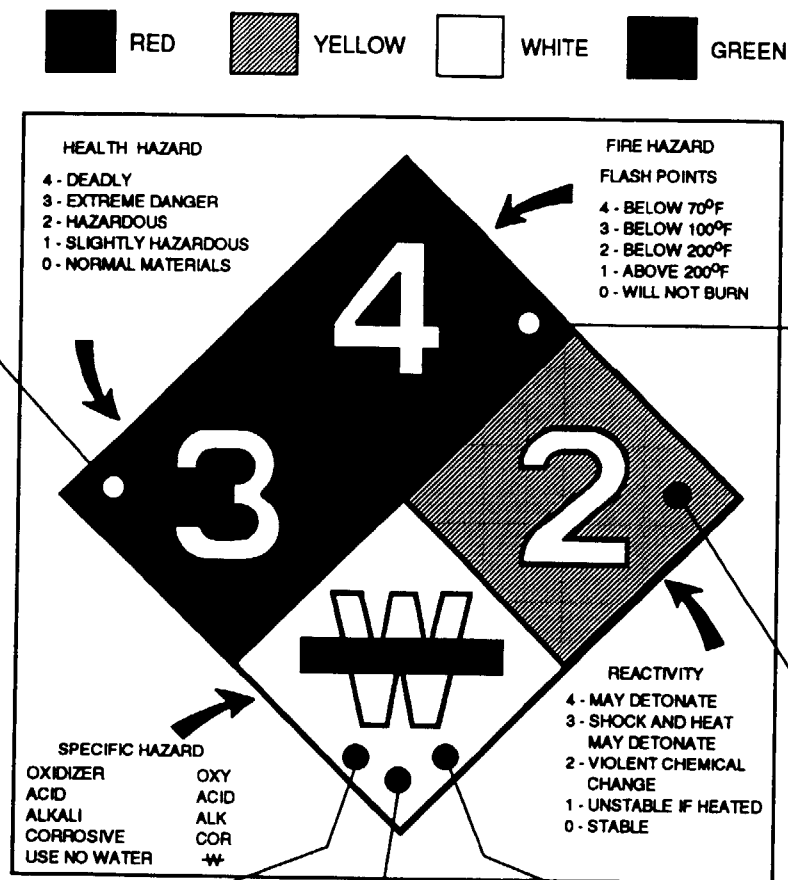
There may be occasions when you will have to assist in receiving, stowing, and distributing freight. As the material and documents are delivered to the ship, a careful piece count must be made. The supply officer is required to

receipt for all material accepted as freight. It is not necessary to verify the contents of containers with quantities shown on invoices, but they should be checked for damage and evidence of tempering and/or pilferage.

If the Health Hazard diamond contains any one of these numerals: 1, 2, 3, or 4 -- do NOT store this item in the same area with items having the symbols: COR, ACID, ALK, or with Food, Clothing or Tobacco.

If the Specific Hazard diamond contains one of the following symbols, follow these precautions:

If any these symbols appear in this diamond: COR, ACID, or ALK -- this item should be stored in the ACID LOCKER or CORROSIVE STORAGE area, and should NOT be stored with items having the Health Hazard symbols 1, 2, 3, or 4.



If the Fire Hazard diamond contains one of these numerals: 2, 3 or 4 -- this item should be in **FLAMMABLE STORAGE** area.

If the Fire Hazard diamond contains this numeral: 1 - this item should be in the **SPRINKLER PROTECTED STORAGE** area.

If the Reactivity diamond contains any one of these numerals: 1, 2, 3, or 4 -- this item should be **HANDLED WITH CARE** and stored in a **COOL PLACE**.

If the symbol OXY appears here, do NOT store with items having the Fire Hazard symbol 1, 2, 3 or 4.

If the symbol W appears here this item should NOT be in the Sprinkler Storage space.

Figure 14-8.—MIL-STD Symbol 1341.

1. United States mail
2. Army and Navy vessels
3. Government air Service
4. Commercial carriers
 - a. Rail freight
 - b. Air freight
 - c. Motor truck
 - d. Freight forwarders
 - e. Ships of United States registry
 - f. Ships of foreign registry
 - g. Small parcel carriers (e.g., USPS, Federal Express).

DEGREE OF PROTECTION

The degree of protection given or required for packaging and packing to meet anticipated shipping conditions. Protection levels are defined as Levels A, B, and C. The level of packaging and packing of a shipment is marked on exterior activities of the level provided. An exterior containers in appropriate combinations to inform the receiving activities of the level provided. An exterior shipping container marked C/C indicates the packaging (first letter) and packing (second letter) are both Level C.

LEVEL A— The degree required to protect against the most severe conditions that may be encountered during shipment, handling, and storage.

LEVEL B—The degree required for protection when the condition are to be less severe than those requiring Level A, but more severe than time for which Level C is adequate.

LEVEL C—The degree required for protection under known favorable conditions during shipment, handling, and limited storage. Repairable must be given Level C protection since guarded handling is mandatory and the designated overhaul point is known.

TRANSPORTATION PRIORITIES

DOD Instruction 4410.6 established a Uniform Material Movement and Issue Priority System (UMMIPS) for the requisitioning and movement of material within the DOD distribution system. The policy and criteria established by UMMIPS for determining and observing the priority of material movement by shipping activities is implemented in DOD MILSTAMP Regulation. Transportation priorities (TPs) and movement criteria for material not covered by UMMIPS

are included in MILSTAMP for the purpose of expressing uniformity of demands for transportation service upon the Defense Transportation System (DTS).

The UMMIPS time standards imply that highspeed transportation may be necessary to meet the requirements of operating forces for high-priority material demands (priority designators 01-08). Under these conditions, the basic objective is to satisfy customer demands on time, without operating and transportation costs becoming an overriding factor.

Transportation priorities are normally assigned based on the priority designator of the requirement being shipped. Table 14-1 shows the relationship between priority designators and transportation priorities. **TRANSPORTATION PRIORITIES WILL NOT BE UPGRADED** except by specific modification to original supply demands. “**EXPEDITED HANDLING**” shipments (UMMIPS priorities 01-03 with code ‘999’ indicated in the RDD field of the requisition) will be afforded the highest precedence of handling prescribed in this regulation, overriding all other priorities, projects, and RDDs. In addition to the three TPs just mentioned TP4 is used in MAC airlift for deferred airfreight on the basis as authorized by MILSTAMP.

MILSTAMP AIR SHIPMENT

Air shipment within DTS is normally limited to transportation priorities 1 and 2 (PD 01-08) shipments. However, transportation priority 3 (PD 09-15) shipments with advanced RDDs may qualify. Naturally, air shipment would be used if it were more economical or if surface transportation were not available. The three major military airlift systems used by the Navy are the Military Airlift Command (MAC), QUICKTRANS, and Fleet Logistics Airlift System.

PACKAGING REPAIRABLE

The objectives of the mandatory turn-in repairable program are to expedite the immediate return of repairable, and to provide adequate packaging that will

Table 14-1. Relationship Between UMMIPS Issue Priority Designators (PD) and MILSTAMP Transportation Priorities (TP)

UMMIPS PD	Transportation Priority (TP)
01-03	1
04-08	2
09-15	3

ensure the safe return of an item. Detailed procedures for packaging of repairables are contained in *Supply Afloat Packaging Procedures*, NAVSUP P-484.

CARGO

On ships that are primarily cargo ships, a cargo officer (who may or may not be in the supply department) is assigned the responsibility of receipt, custody, stowage, and delivery of cargo.

CLASSES OF CARGO

Military cargo may be divided into the following general classification.

GENERAL—Miscellaneous material packed in boxes, bales, crates, packages, bundles, or on pallets.

PERISHABLES—Meats, fruits, vegetables, milk, and medical department supplies which must be kept under refrigeration.

VEHICLES—Wheeled and tracked equipment including weapons. Most vehicles need definite deck space, headroom, and other clearance.

TROOP SPACE CARGO—Seabags or barracks bags, footlockers, bedrolls, and office equipment. This cargo should be placed in an accessible stowage space.

HEAVY-LIFT CARGO—Exceeds the capacity of available booms and requires special handling equipment. The safe working load (SWL) is usually marked on the boom heel.

DANGEROUS CARGO—Explosives, flammable liquids and solids, oxidizing material, corrosive liquids, compressed gases, poisons, radioactive material, and other hazardous articles. Dangerous cargo may be referred to as “Label Cargo” because Federal regulations require that suitable warning labels be affixed to all such material.

SECURITY CARGO—Material of unusual value or of a highly pilferable nature which is given special handling, stowage, and protection; such as shipments of narcotics liquor, high-value technical equipment, and ship’s store stock.

CLASSIFIED CARGO—Shipments of equipment or publications classified as “confidential” or higher. These shipments must be safeguarded in accordance with the *Navy Security Manual for Classified Information*, OPNAVINST 5510.1.

CARGO LOADING

You should load and stow cargo in accordance with the stowage plan prepared by the cargo officer. How the cargo officer works up the plan depends on the amount and type of cargo and the way the ship is to be loaded. That is whether it is a combat load for an amphibious operation, fleet-issue load for replenishment at sea, or base load for an advanced base.

If it is a combat load, the articles of equipment needed first will be loaded last. Articles and supplies that will not be needed until later will go in the bottom of the hold. Vital equipment will be stowed where it can be offloaded first.

Fleet-issue loaded ships are not loaded to capacity because a lot of space is sacrificed to provide passageways. The passageways are required to make all items in the holds accessible. This material is transferred during underway replenishment as required by the receiving ships; therefore, it must be stowed so that all items are readily available.

The base load gives the cargo officer more leeway in planning, but still requires that cargo be loaded according to certain basic principles of stowage and rules of common sense.

In the stowage of cargo, the Navy strives to meet the following conditions:

- Protect the ship and crew from damage or injury,
- Protect the cargo from damage,
- Make maximum use of available space,
- Maintain maximum stability of the ship, and
- Attain speed in loading and unloading.

SHIP’S NOMENCLATURE

Cargo holds vary in size and shape depending on the ship and their location aboard ship. Typical forward and after holds are shown in figures 14-10 and 14-11 respectively. You will understand cargo handling in a ship’s hold much better if you are familiar with the applicable ship’s nomenclature.

CARGO STOWAGE

The following paragraphs discuss some of the basic principles of stowage. They are not only applicable to stowing cargo, but may also be used to good advantage when stowing ship’s material.

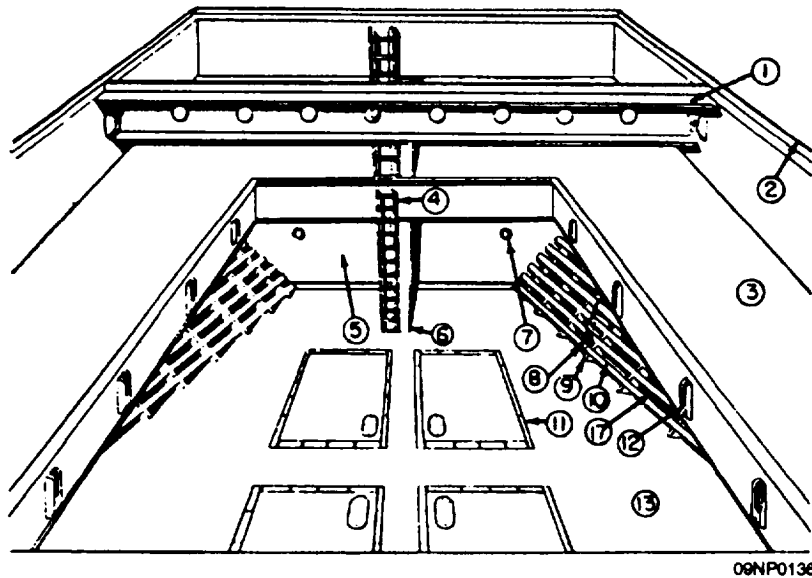
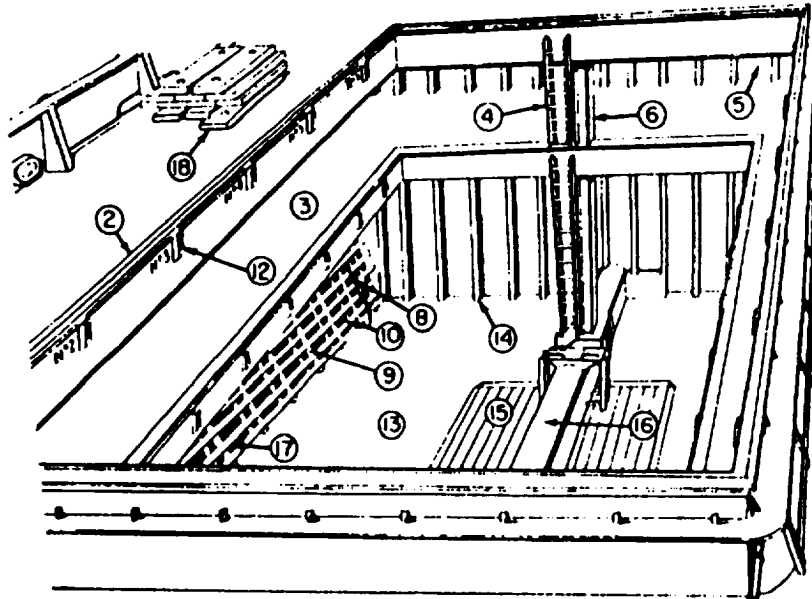


Figure 14-10.-Forward hold of a ship.



- | | | | |
|-----------------|--------------|------------------|--------------------|
| 1. Beam | 5. Bulkhead | 10. Sweat batten | 15. Ceiling planks |
| 2. Coaming | 6. Stanchion | 11. Tank top | 16. Shaft tunnel |
| 3. Tween deck | 7. Ring | 12. Beam socket | 17. Skin |
| 4. Hatch ladder | 8. Flare | 13. Lower hold | 18. Hatchboards |
| | 9. Frame | 14. Stiffener | |

Figure 14-11.-After hold of a ship.

USE OF DUNNAGE

Dunnage is any type of material used to protect the ship and the cargo. Generally, roughfinished, low-grade lumber is used, but you can also use burlap, cardboard, heavy paper, and metal battens.

The main function of dunnage is to make the cargo an integral part of the ship thereby protecting both the ship and the cargo. Dunnage has the following specific uses:

PREVENTS CHAFING—Dunnage prevents one article from robbing against another as illustrated in figure 14-12.

PREVENTS MOVEMENT—Figure 14-12 also shows dunnage between the last two bombs. It fills space which, if left unfilled, would permit the bombs to shift.

PROVIDES SEPARATION OF CARGO—Material such as burlap or heavy paper may be effectively used to separate types of lots of material.



09NP0138

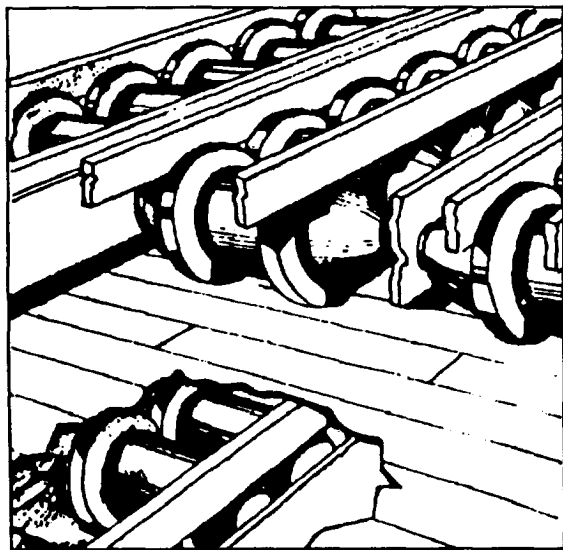
Figure 14-12.—Dunnage used to fill space.

EQUALIZES PRESSURE—Figure 14-13 illustrates how dunnage is used in “flooring off” to distribute the weight of cargo in succeeding layers.

CRIBBING—Cribbing consists of beams formed into a framework to provide support to heavy equipment or other material.

PERMITS DRAINAGE—When laid athwartships or fore and aft, according to the design of the ship, dunnage permits water to flow into the drainage system.

PROVIDES VENTILATION—When laid athwartships or fore and aft, according to the design of the ship, dunnage provides circulation of air through the cargo.



09NP0139

Figure 14-13.—Flooring off.

BULKHEAD—Dunnage makes a good bulkhead against a tier of cargo. Since the bulkhead will provide considerable stability to the cargo, suitable bracing must be installed.

CHOCKING AND BRACING—Dunnage can be used to chock and brace heavy machinery and crates to prevent shifting. Dunnage serves a useful purpose in stowing cargo, but it can also damage cargo. For example, wet dunnage in the hold of a ship produces excessive moisture that may damage the cargo. Oil-stained or dirty dunnage can contaminate foodstuffs. It is a good practice never to reuse dunnage until it has been inspected, washed and dried as needed, and sorted for specific purposes.

There is no definite set of rules governing the use of dunnage. When using it, you should also use thought and common sense.

Bagged Material

Many commodities are packaged in burlap or paper bags. Bagged cargo must be stowed so that it will not be damaged by moisture. Dunnage should be used to prevent it from touching stanchions, beams, or other structures that could cut or tear the bag.

Several ways of stacking bags are shown in figure 14-14. Alternating the bags such as shown in view A makes a more secure stack. The method in view B provides more ventilation for material that requires it. View C shows how dunnage may be used to tie together the stacks, making them more secure and also providing increased ventilation. Stacking as shown in view D permits more bags to be stowed in a given space but ventilation is greatly reduced.

Cases and Cartons

Generally, cargo consists of an assortment of wooden and fiberboard boxes and cases constructed in various sizes and shapes, and which may or may not be palletized. Careful planning is necessary when you are stowing such cargo. Skill is also necessary in placing dunnage. The largest and heaviest cases should be stowed in the lower holds, and the smaller boxes should be placed between and around them. This protects the smaller and lighter cartons and helps to keep the tiers level. Also less dunnage is required. Figure 14-15 shows another example of using dunnage to floor off, to distribute the weight of a second level of material evenly over the first. Using dunnage in this manner is particularly important when stowing containers of unequal size and weight.

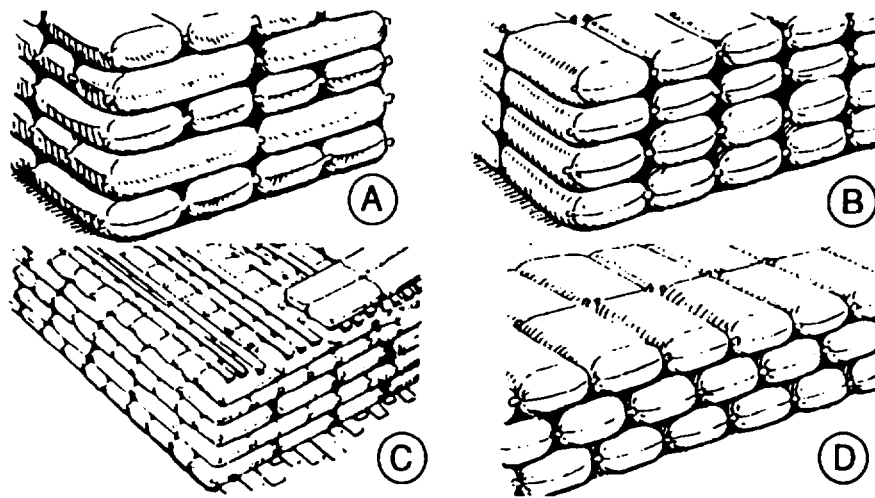
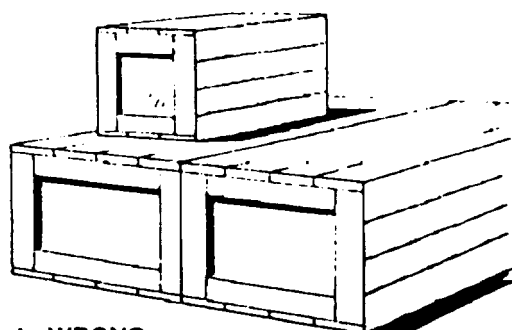
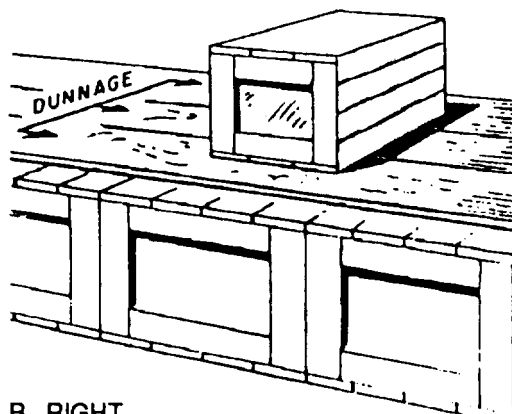


Figure 14-14. Stacking bagged goods.



A. WRONG



B. RIGHT

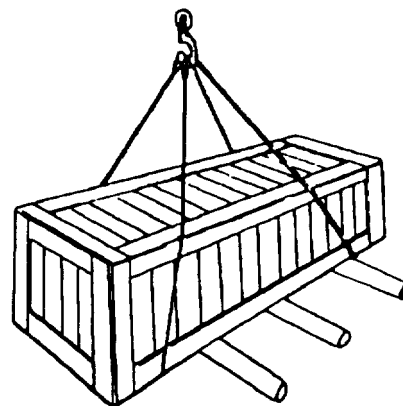
09NP0141

Figure 14-15.—Right and wrong ways to stack boxes.

Heavy containers should be landed on rollers or dunnage when using a crane or ship's booms to load and when it is impractical to use materials handling equipment. This permits safe removal of the slings. If rollers (such as lengths of pipe) are used, they provide an effective means of moving the item into the stowage location in a hold or on deck. (See figure 14-16.) A

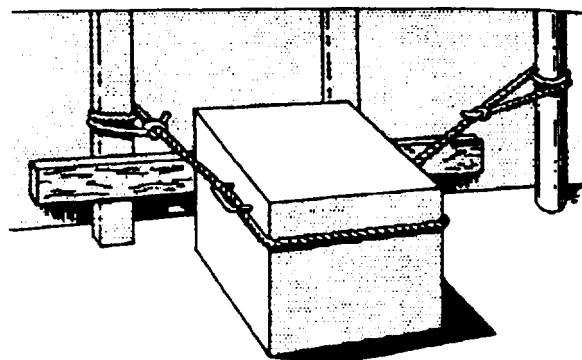
handtruck may then be used as a pry to remove the rollers.

Small boxes, cases, and crates can be secured as illustrated in figure 14-17. Run the line from one securing point around the box to a securing point on the opposite side. If the line is light or the box heavy, run



09NP0142

Figure 14-16. Landing a case on rollers.



09NP0143

Figure 14-17. Proper way to secure small boxes.

the line back and forth two or three times. Lash boxes tight against something solid, such as a bulkhead. When this is not possible, place planks or dunnage across two or more stanchions or beams and lash the box against them.

Do not tie lashings to electric cables small or lagged pipes, door or hatch dogs or hinges, electric motors, lifeline stanchions, or to anything not firmly secured.

IDENTIFICATION OF HAZARDOUS MATERIALS

Hazardous chemicals and materials used by the Navy are identified as Military Standard (MIL-STD) symbols. The symbols are listed in HMIS and are for stowage and materials-handling operations only. The type of symbols used is determined by the material involved.

Stowing Hazardous Materials

Requirements for stowage of industrial chemicals and materials are provided by the assignment of stowage codes. These codes are listed in HMIS.

DECK CARGO

It may be necessary to stow some cargo on deck because of its nature, size, or shape. This cargo may include flammables, bottled gases, acid, heavy machinery, and vehicles. Considerable care and planning are necessary in securing this cargo to provide for the safety of personnel and the ship and the security of the cargo.

Cargo must be located so that vents, firefighting equipment, bitts, chocks, and sounding tubes are not blocked off. It may be helpful to measure and mark off stowage locations with chalk prior to loading. Cargo must be properly secured to prevent shifting because of pitching or rolling of the ship. To accomplish this, it is often necessary to weld padeyes or braces to the deck.

Deck cargo is normally stowed by Boatswain's Mates. When it is necessary for you to stow cargo on deck, make sure that the cargo is adequately protected against the weather, sea, and motion of the ship, and that personnel and the ship are protected against injury or damage by the cargo.

SAFETY

Accidents are costly in human life and property damage. The Storekeeper should observe *safety* precautions and make sure that all personnel working under your supervision observe safety precautions at all times. The hoisting and handling of heavy stores, the handling of powerdriven equipment, and the storing of acids and material subject to fire and explosion are all dangerous tasks. Proper safety precautions must be rigidly observed to prevent accidents. Always remember "Accidents do not just happen; they are caused." Among the more common types of accidents encountered in the handling of stores are personnel being hit or thrown, or slipping and falling. These are discussed in the following paragraphs.

BEING HIT OR THROWN

Personnel may be hit or thrown due to any of the following:

1. Defective equipment. Worn or defective equipment should be reported immediately upon detection. Temporary repairs to items such as chains and slings must not be made with wire.
2. Thrown or tipped objects. Personnel must not be allowed to throw objects such as blocks, crowbars, and chain slings from the hangar deck down into storerooms. Personnel working aloft should be cautioned not to drop tools or objects to the deck below.
3. Improperly assembled drafts. Cargo nets should never be loaded in such a manner that items are likely to fall out or be crushed during hoisting.
4. Not standing clear. The words "stand clear" should be passed when cargo or hoisting gear is being lowered into a hatch or from the hangar deck to the pier. Personnel in storerooms should go forward or aft of the hatch opening when cargo is being lowered.
5. Improper landing. Cargo should be guided to a safe landing after being stopped about 1 foot above the deck.
6. Loads stopped overhead. If loads being hoisted must be stopped before being lowered, they should be stopped over the weather deck never over open hatches or over the heads of personnel.

7. Collisions. Normally, traffic between drafts and stowed cargo should keep to the right. Personnel should be cautioned to be alert to avoid foot injuries caused by the dropping or shifting of heavy objects. Care should be taken in operating forklifts, tow motors, etc., to prevent collisions with obstructions and personnel.
8. Standing in the bight of a line. Personnel should be cautioned never to stand in the bight of a line or the eye of a cargo strap or sling. The result might be the loss of leg(s) or more serious injury.

SLIPPING AND FALLING

During loading and offloading there are several potential dangers which may cause slipping and falling. Some of the most common of these are described as follows:

1. Open hatches. Guards should be posted near open hatches, and safety lines must be rigged around such openings when stores are being loaded or offloaded.
2. Temporarily covered hatches. Temporarily covered hatches, such as hatches covered with tarpaulins, may offer a greater danger than open hatches. Such coverings should not be used except when absolutely necessary due to inclement weather, etc.
3. Riding hooks or loads being hoisted. During the loading of stores, personnel should never be allowed to ride cargo-handling equipment such as hooks, cargo nets, pallets, etc., being hoisted from the dock to the ship.
4. Removed handrails. When handrails are removed to load stores or for other reasons, guards must be posted or the working area roped off to prevent personnel from falling overboard.
5. Ladders. Personnel should not be allowed to use ladders in the square of a hatch when stores are being lowered or hoisted in the hatch. Great care should be exercised in the use of ladders when hatchboards from several decks have been removed. Stairway-type ladders should be used when practicable and available.
6. Defective wharf. The inspection and maintenance of the wharf or pier are primarily the responsibility of the shore station. However,

defective flooring, etc., should be reported by the Storekeeper immediately upon detection of the defect.

7. Slippery decks. To prevent injury to personnel, a slippery material such as oil, grease, or ice on decks and piers should be removed at once or covered with sand, cinders, sawdust, or other antislip material.

SHIPMENT OF PERSONAL EFFECTS

Personal effects consist of articles having an intimate relation to the owner or custodian. They may include Navy-owned special clothing and equipment, clothing prescribed by the *Navy Uniform Regulations*, money, negotiable and nonnegotiable instruments, and miscellaneous articles of intrinsic, sentimental, and utility value.

You may be called upon from time to time to effect disposition of personal effects that were lost, abandoned, or unclaimed. They may have belonged to personnel missing, deceased, desired absentees, or deserters. When the owner of personal effects cannot be located, every effort must be made to locate the next of kin, the heir, or the legal representative of the owner. It is the responsibility of commanding officers afloat and ashore to initiate inquiries for this purpose.

As a member of the supply department, you may share some of these responsibilities. Upon receipt of personal effects, the supply department is responsible for their custody, storage, security, shipment, disposition, and for the maintenance of adequate records of them. Detailed instructions for conducting the inventory of personal effects and preparing NAVSUP Form 29 are found in NAVSUP P-485. A sample NAVSUP Form 29 (both front and reverse sides) is shown in figures 14-18 and 14-19.

A Storekeeper afloat is seldom concerned with the shipment of household goods. At a shore station, however, an SK may be assigned to a billet requiring knowledge about shipments. Before you can advance in rate, therefore, you must meet the qualifications covering the shipment of household goods.

Shipment of personal effects is accomplished using DD Form 1199 (see figure 14-20). NAVSUP P-485 contains instructions for preparing it as a shipping document for personal effects.

INVENTORY OF PERSONAL EFFECTS
(Lost/Abandoned/Unclaimed)
NAVSUP Form 29 (REV 5-78)

THE PRIVACY ACT OF 1974. AUTHORITY: Title 5, U.S.C. Code 5724. USE OF SSN authorized by Executive Order 9397 of 22 November 1953; Title 4, U.S.C. Code 406. PRINCIPAL PURPOSE: To serve as a record of property impounded by the Government incident to a member's death or disappearance. ROUTINE USES: (a) Serves as a record of all property impounded by Government which has been left behind by members who have disappeared or belonging to deceased members or employees. (b) Serves as a source document for preparation of shipping documents used to return property to next of kin or legal owner. VOLUNTARY: Lack of SSN on this form will not directly affect the member. When it is furnished, however, it precludes any possible mistaken identity, when names are the same, and this is a frequent occurrence.

NAME (LAST, FIRST, MIDDLE) JOHNSON, LARRY, BROWN		SSAN 960 49 7301
SHIP/STATION USS JOHN PAUL JONES (DDG-32)		DATE ACQUIRED CUSTODY 10 JAN 1979
HOME OF RECORD 973 "M" ST., S.E., WASHINGTON, D.C. 20381		
NAME & ADDRESS OF NEXT OF KIN/HEIR/LEGAL REP MR. JOSEPH L. JOHNSON (FATHER) 973 "M" ST., S.E., WASHINGTON, D.C. 20381		
REASON FOR INTERVENTION (SELECT ONE ITEM)		
<input checked="" type="checkbox"/> DECEASED <input type="checkbox"/> DECLARED AWOL/DESERTER <input type="checkbox"/> MENTALLY/PHYSICALLY INCAPACITATED <input type="checkbox"/> MIA <input type="checkbox"/> OR TEMDU <input type="checkbox"/> BELONGINGS		
INVENTORY BOARD APPOINTED SENIOR: LT W. B. McDONALD OTHER: FT1 K. MORRIS		DATE OF APPOINTMENT 10 JAN 1979
REC'D FR INVENTORY BOARD DATE: 10 JAN 1979		APPOINTED BY (TYPED NAME OF NO/ONC SIGNATURE) <i>[Signature]</i> USN SHIP/STA (IF OTHER THAN AS) SIGNATURE/RANK/TITLE OF RECEIVING OFFICER: <i>[Signature]</i> LT I: E. GARNER, SC, USN SUPPLY OFFICER

STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS

OWED TO ABOVE-NAMED MEMBER BY	AMOUNT	OWED BY ABOVE-NAMED MEMBER TO	AMOUNT
NONE			

PERSONAL EFFECTS BEING SHIPPED TO:

☐ NEXT OF KIN ☐ LEGAL OWNER ☐ PEDC CHEATHAM ANNEX ☒ PEDC OAKLAND CA

REMARKS (OVERSEAS/TYPED NAME OF CUSTOM INSPECTOR (IF APPLICABLE))

CUSTOM INSPECTOR: SK2 DARYL (NMN) WILSON
 TRANSFERRED ON EXPENDITURE INVOICE R52192/9010/7012
 TO: COMMANDING OFFICER, NAVAL SUPPLY DEPOT, YOKOSUKA JAPAN
 FOR FURTHER SHIPMENT TO: PERSONAL EFFECTS DISTRIBUTION CENTER, NAVAL
 SUPPLY CENTER, OAKLAND, CALIF.
 CLASS 3 MONEY: TREASURY CHECK #7,943,298 ISSUED IN THE AMOUNT OF \$31.57,
 PAYABLE TO COMMANDING OFFICER, PEDC, NAVAL SUPPLY CENTER, OAKLAND, CALIF.
 FORWARDED: REGISTERED MAIL REGISTRY #421

09NP0144

Figure 14-18.—Example of a NAVSUP Form 29 (front).

09NP0145

14-24

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																															
REQUISITION AND INVOICE/SHIPPING DOCUMENT																								SHEET NO. OF SHEETS 1 1				6. REQUISITION DATE				8. REQUISITION NUMBER																	
1. FROM (R52192) USS JOHN PAUL JONES (DDG-32)																								7. DATE MATERIAL REQUIRED				8. PRIORITY																					
2. TO (N62649) COMMANDING OFFICER U.S. NAVAL SUPPLY DEPOT YOKOSUKA, JAPAN																								9. AUTHORITY OR PURPOSE NAVSUP P-485 par. 1300																									
3. SHIP TO - MARK FOR (N00228) PERSONAL EFFECTS DISTRIBUTION CENTER NAVAL SUPPLY CENTER OAKLAND, CALIF.																								10. SIGNATURE LT. I. L. GARNER, SC, USN				11a. VOUCHER NUMBER AND DATE R52192/9010/7012																					
																								12. DATE SHIPPED				b. -----																					
																								13. MODE OF SHIPMENT				14. BILL OF LADING NUMBER																					
																								15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																									
4. APPROPRIATION AND SUBHEAD				O&I CL		BUR. CONT. NO.		SUBAL. LOT		AUTHORIZATION ACCT'S ACTIVITY		TRANS. TYPE		PROPERTY ACCT'S ACTIVITY		COUNTRY		COST CODE		AMOUNT																													
						MEMORANDUM		INVOICE																																									
ITEM NO. (a)		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)										UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE OF CONTAINER (f)		UNIT PRICE (g)		TOTAL COST (h)																											
1.		PERSONAL EFFECTS, PROPERTY OF: SN LARRY BROWN JOHNSON, 960 49 7301, USNR												NOTE: CONTAINERS CONSIST OF: 1 EA SEABAG 1 EA SUITCASE 1 EA CARDBOARD BOX																																			
		RECEIVED BY: _____ DATE: _____																				09NP0146																											
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO																																																	
RECAPITULATION OF SHIPMENT		ISSUED BY		TOTAL CONTAINER		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBE		17. SPECIAL HANDLING		18. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE		BY		SHEET TOTAL																											
		CHECKED BY												19. QUANTITIES RECEIVED EXCEPT AS NOTED		DATE		BY		GRAND TOTAL																													
		PACKED BY														DATE		BY		20. RECEIVER'S VOUCHER NO.																													
								TOTAL																																									
DD FORM 1 MAR 59 1149 (2-P)		51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																																															
		REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED																																															
		6/N 0102-911-1001																																															
		ORIGINAL 09NP0146																																															

Figure 14-20.—Example of a DD Form 1149.

